



EXAMINATION ANNOUNCEMENT

STATE OF MAINE Career Opportunities

Dept. of Personnel • State Office Building • State House Station 4 • Augusta, Maine 04333 • Tel. (207) 289-3761

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

Bulletin # 5028

Date Issued: June 20, 1983

Date Closing: July 2, 1983

PUBLIC HEALTH EDUCATOR II (437201) (General Option)

Rural and
Urban Settings

Pay Range: 20

Bargaining Unit: B - Professional and Technical
(8V)

\$283.60-308.00-321.20-336.00-350.80-366.80-383.60/wk.

Job Security

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates to fill an immediate vacancy in the Department of Human Services, Bureau of Health, Augusta, Maine and to create a register to fill future vacancies.

Promotional
Opportunity

SCOPE OF WORK: This is public health education work in providing technical and consultative support and training to organizations who wish to improve or establish employee health promotion or disease prevention programs especially in the area of hypertension.

Liberal
Vacation

TYPICAL DUTIES:

Paid/Sick
Leave

- ... Provides consultation services to improve the work-site intervention efforts of the local community high blood pressure programs.
- ... Conducts program planning development and evaluation.
- ... Conducts local agency staff development and training for selling programs to industries.
- ... Consults with occupational health nurses in the private sector to improve health promotion services including hypertension control.
- ... Works with other personnel in the division to assure that those organizations implementing comprehensive health promotion programs include a strong hypertension control component.
- ... Prepares draft reports, newsletters, and correspondence.
- ... Designs, organizes and presents education programs and training sessions for health professionals and others.

Retirement

Hospital
Coverage

Life
Insurance

REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of the behavioral sciences of sociology, psychology, health science and educational theory.
- ... Knowledge of and skills in health education practices.
- ... Knowledge of occupational health promotion programs.
- ... Knowledge of the techniques of program planning, evaluation and implementation.

Educational
Leave

(OVER)

A Nice
Place To
Work

2023671663

GENERAL INFORMATION TO CANDIDATES

1. **HOW TO APPLY:** Applications may be obtained from the Department of Personnel, State House Station 4, Augusta, or any local office of the Maine Job Service. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each position for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. **EXPERIENCE SUBSTITUTED:** In rating experience and training qualifications as listed, applicants will be accepted for examination if their application show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grant-in-aid or otherwise contributing to State programs.
3. **ORAL EXAMINATION:** The Personnel Department reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving a satisfactory rating in the preceding phases of the total examination process.
4. **RESUMES:** Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. **CLOSING DATES:** We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. **SALARY:** Appointments normally will be made at the beginning step in the salary range.
7. **APPEALS:** Any competitor may appeal to the Commissioner of Personnel for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was dated.
8. **APPOINTMENTS:** Appointments are made by the various State Department Heads and not by the Personnel Department. When there is a vacancy in any department the Personnel Department submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
- NORMAL ORDER REFERRAL:** Persons who are: 1. on layoff; 2. agency employees; 3. other state employees; 4. others.
9. **PROBATIONARY PERIOD:** All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

Number of Positions:	FULL TIME	PART TIME	SEASONAL
Number of requisitions for candidates last 24 months:			
Number of requisitions for candidates last 12 months:			
Number of candidates on register May 1982:			

- ... Ability to provide consultation and technical assistance to individuals, groups, and organizations involved in program activities.
- ... Ability to gather, assemble and analyze data on program activities.
- ... Ability to communicate effectively both orally and in writing.
- ... Ability to organize and conduct workshops in public health education.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health Education Community Health Education, the Behavioral Sciences, Nursing, Education, or Public Administration. Professional work experience in one of the above areas may be substituted for up to two years of education on a year-for-year basis.

EXAMINATION: will consist of a numerical evaluation of Training and Experience (100%) and any other selection device deemed necessary depending on the number of applicants.

APPOINTMENT LIST (Register): will be established on an Open Competitive and Promotional basis and will be merged with the existing register for this class and option.

2023671664